



**SOUTH DAKOTA BOARD OF NURSING**  
SOUTH DAKOTA DEPARTMENT OF HEALTH  
722 Main Street, Suite 3 □ Spearfish, SD 57783  
(605) 642-1388 □ FAX: (605) 642-1389 □ www.state.sd.us/doh/nursing

**Nurse Aide**  
**Application for *Initial* Training Program**

All Nurse Aide Training Programs in South Dakota must be approved by the South Dakota Board of Nursing pursuant to ARSD 44:04:18:15. Approval status is granted for a two-year period. Written approval or denial of approval will be issued within 90 days after receipt of the application.

Send completed application and supporting documentation to:

South Dakota Board of Nursing  
722 Main Street, Suite 3  
Spearfish, SD 57783

Name of Institution: Peaceful Pines Senior Living  
Address: 17600 Table Rock Road  
Rapid City, SD 57701  
Phone Number: 605-209-0209 Fax Number: \_\_\_\_\_  
E-mail Address of Faculty: Wendy@peacefulpineseniorliving.com

1. **Program Coordinator** must be a registered nurse with two years of nursing experience, at least one of which is in the provision of long-term care services. The Director of Nursing (DON) may serve simultaneously as the program coordinator but may not perform training while serving as DON. (ARSD 44:04:18:10)  
☒ Attach curriculum vita, resume, or work history

Name of Program Coordinator	RN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
Wendy Geistfeld	SD	RN039526	4/22/18	88

2. **Primary Instructor** must be a licensed nurse (RN or LPN) with two years of nursing experience, at least one of which is in the provision of long-term care services. The primary instructor is the actual teacher of course material. (ARSD 44:04:18:11)  
☒ Attach curriculum vita, resume, or work history  
☐ Documentation supporting previous experience in teaching adults within the past five years or documentation of completing a course in the instruction of adults.

Name of Primary Instructor	RN OR LPN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
Barb Voth	SD	RN033461	4/11/17	88

3. **Supplemental Personnel** may assist with instruction, they must have one year of experience in their respective field of practice, i.e. additional licensed nurses, social worker, physical therapist. (ARSD 44:04:18:12)  
☐ Attach curriculum vita, resume, or work history

Supplemental Personnel & Credentials	LICENSURE/REGISTRATION			
	State	Number	Expiration Date	Verification (Completed by SDBON)

10/2/18  
rec'd  
88  
1.





# South Dakota Board of Nursing

South Dakota Department of Health  
722 Main Street, Suite 3; Spearfish, SD 57783  
(605) 642-1388; Fax: (605) 642-1389; www.state.sd.us/doh/nursing

## Nurse Aide

### Application for *Faculty Changes* to a Currently Approved Training Program

Approved programs must submit, within 30 days after a change, any substantive changes made to the program during their 2-year approval period. Written approval or denial of a requested change will be issued within 90 days after receipt of the application. Send completed application and supporting documentation to:

South Dakota Board of Nursing  
722 Main Street, Suite 3  
Spearfish, SD 57783

Name of Institution:

Address:

Phone Number:

Fax Number:

E-mail Addresses of Primary Coordinator and/or Instructor:

- ☐ **Request New Program Coordinator** must be a registered nurse with 2 years nursing experience, at least one of which is in the provision of long-term care services. The Director of Nursing (DON) may serve simultaneously as the program coordinator but may not perform training while serving as DON. (ARSD 44:04:18:10)
- ☐ Attach curriculum vita, resume, or work history

Name of Program Coordinator	RN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
Garfield - see p.1				SD

- ☒ **Request New Primary Instructor** as actual teacher of course material; must be a RN or LPN with 2 years nursing experience, at least one of which is in the provision of long-term care services. (ARSD 44:04:18:11)
- ☒ Attach curriculum vita, resume, or work history,
- ☐ Attach documentation supporting previous experience in teaching adults within the past 5 years or documentation of completing a course in the instruction of adults.

Name of Primary Instructor	RN OR LPN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
Roxann Snyder	SD	0009009	3/26/17	SD

- ☐ **Request New Supplemental Personnel** to assist with instruction, they must have one year of experience in their respective field of practice, i.e. additional licensed nurses, social worker, physical therapist. (ARSD 44:04:18:12)
- ☐ Attach curriculum vita, resume, or work history.

Supplemental Personnel & Credentials	LICENSURE/REGISTRATION			
	State	Number	Expiration Date	Verification (Completed by SDBON)
(will keep Barb Volter on AS Supplemental)				

Program Coordinator Signature

Date:

### This section to be completed by the South Dakota Board of Nursing

Date Application Received:	Date Application Denied:
Date Approved:	Reason for Denial:
Expiration Date of Approval:	
Board Representative:	
Date Notice Sent to Institution:	

No. 0628 P. 2

WELLS FARGO TRUST

Nov. 10. 2016 1:48PM

2.





## SOUTH DAKOTA BOARD OF NURSING

SOUTH DAKOTA DEPARTMENT OF HEALTH  
722 Main Street, Suite 3 Spearfish, SD 57783  
(605) 642-1388 FAX: (605) 642-1389 www.state.sd.us/doh/nursing

**Physical Facility Requirements:** Ensure that classrooms, conference rooms, laboratories, and equipment are clean and safe and accommodate the number of students enrolled. (ARSD 44:04:18:14)

### Course Requirements

Name of Course (if applicable): Certified Nursing Assistant msbj's

A variety of teaching methods may be utilized in achieving the classroom instruction such as independent study, video instruction, and online instruction.

☒ Submit reference list of teaching materials utilized (include name of book or resource, publisher, publication date, etc).

Submit documentation that supports requirements listed in ARSD 44:04:18:15, including:

☒ Behaviorally stated objectives with measurable performance criteria for each unit of curriculum

☒ Curriculum, objectives and agenda documenting the requirements for the minimum 75 hour course as follows:

- ☐ A minimum of 16 hours of instruction prior to student having direct patient contact; the 16 hours must include:
  - ☐ Communication and interpersonal skills, infection control, safety/emergency procedures, promoting residents' independence, respecting residents' rights.
- ☐ A minimum of 16 hours of supervised practical instruction with enough instructors to ensure safe and effective care; the instructor ratio may not exceed eight students for one instructor.
- ☐ Instruction in each of the following content areas (see ARSD 44:04:18:15 for more detail):
  - ☐ Basic nursing skills (including documentation) including: vital signs; height and weight; client environment needs; recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor; and caring for dying clients;
  - ☐ Personal care skills, including: bathing; grooming, including mouth care; dressing; toileting; assisting with eating and hydration; feeding techniques; skin care; and transfers, positioning, and turning;
  - ☐ Mental health and social services, including: responding appropriately to behaviors; awareness of developmental tasks associated with aging process; respecting personal choices and preserving client dignity, and recognizing sources of emotional support;
  - ☐ Care of cognitively impaired clients, including: communication and techniques for addressing unique needs and behaviors;
  - ☐ Basic restorative nursing services, including: self-care; use of assistive devices in transferring; ambulation, eating, and dressing; range of motion; turning and positioning in bed and chair; bowel and bladder care and training; and care and use of prosthetic and orthotic devices;
  - ☐ Residents' rights, including: privacy and confidentiality; self-determination; reporting grievances and disputes; participating in groups and activities; security of personal possessions; promoting an environment free from abuse, mistreatment, and neglect and requirement to report; avoiding restraints.

**Supervision of Students:** Pursuant to ARSD 44:04:18:13, students in a nurse aide training program may not perform any services unless they have been trained and found to be proficient by the primary instructor. Students in a training program may perform services only under the supervision of a licensed nurse (RN and/or LPN).

Program Coordinator Signature: Wendy [Signature]

Date: 10/25/16

**This section to be completed by the South Dakota Board of Nursing**

Date Application Received: <u>11/2/16</u>	Date Application Denied:
Date Approved: <u>11/8/16</u>	Reason for Denial:
Expiration Date of Approval: <u>Nov 2018</u>	
Board Representative: <u>[Signature]</u>	
Date Notice Sent to Institution: <u>11/8/16</u>	

3.

October 20, 2011



**We Care Online**  
*A Learning Institution for  
the Healthcare Industry*

Certifies That

**Roxann Snyder**

has completed the required 20 hours of study and testing for  
TRAIN THE TRAINER and is therefore awarded this

**CERTIFICATE OF  
COMPLETION**

Given this, Wednesday, October 31, 2012


*Bonnie Henningson*

Bonnie Henningson, MPH, RN-BC, CPHQ  
We Care Online Instructor



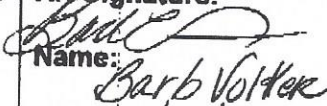
### BON Application Checklist for AL Request to Train Nurse Aides

- Must identify Program Coordinator (If DON or Facility RN serves as Program Coordinator, they can't participate in training); see rule below
- Must identify RN Primary Instructor (RN instructor must conduct 16 hours of clinical instruction. Clinical hours cannot be conducted by having student shadow another aide)
- Facility is responsible for cost of training and competency evaluations or must reimburse aide for cost of training and competency evaluations per ARSD 44:74:02; see rule below.
- Facility is responsible to follow all Nurse Aide administrative rules:  
<http://www.sdlegislature.gov/Rules/DisplayRule.aspx?Rule=44:74:02>

44:74:02:14 Physical facilities and nurse aide curriculum	RN Instructor	RN Signature
	Name: Barb Volke License #: R033461	
1. Classrooms, conference rooms, laboratories, and equipment must be available in the number and size to accommodate the number of nurse aides enrolled in the training program. Programs must provide temperature control, lighting, and clean, safe conditions for instruction.		
2. Students in a nurse aide training program may not perform any services unless they have been trained and found to be proficient by the instructor. Students in a training program may perform services only under the supervision of a licensed nurse.		
3. Sixteen hours of training in the following areas before the nurse aide has any direct contact with a patient or resident: <ul style="list-style-type: none"> <li>(a) Communication and interpersonal skills;</li> <li>(b) Infection control;</li> <li>(c) Safety/emergency procedures, including the Heimlich maneuver;</li> <li>(d) Promoting patients' and residents' independence;</li> <li>(e) Respecting patients' and residents' rights; and</li> <li>(f) Abuse, neglect, and misappropriation of resident property;</li> </ul> Sixteen hours of supervised practical training, with enough instructors to ensure that nursing care is provided with effective assistance and supervision. The ratio may not be less than one instructor for each eight students in the clinical setting;		
4. Clinical instruction will include training on the following: <ul style="list-style-type: none"> <li>(a) Basic nursing skills:               <ul style="list-style-type: none"> <li>(i) Taking and recording vital signs;</li> </ul> </li> </ul>		

<ul style="list-style-type: none"> <li>(ii) Measuring and recording height and weight;</li> <li>(iii) Caring for the residents' environment;</li> <li>(iv) Recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor; and</li> <li>(v) Caring for residents when death is imminent;</li> </ul>		
<p><b>5. (b) Personal care skills, including the following:</b></p> <ul style="list-style-type: none"> <li>(i) Bathing;</li> <li>(ii) Grooming, including mouth care;</li> <li>(iii) Dressing;</li> <li>(iv) Toileting;</li> <li>(v) Assisting with eating and hydration;</li> <li>(vi) Feeding techniques;</li> <li>(vii) Skin care; and</li> <li>(viii) Transfers, positioning, and turning</li> </ul>		
<p><b>6. (c) Mental health and social services:</b></p> <ul style="list-style-type: none"> <li>(i) Modifying aides' behavior in response to residents' behavior;</li> <li>(ii) Awareness of developmental tasks associated with the aging process;</li> <li>(iii) How to respond to residents' behavior;</li> <li>(iv) Allowing the resident to make personal choices, providing and reinforcing other behavior consistent with the resident's dignity; and</li> <li>(v) Using the resident's family as a source of emotional support;</li> </ul>		
<p><b>7. (d) Care of cognitively impaired residents, including the following:</b></p> <ul style="list-style-type: none"> <li>(i) Techniques for addressing the unique needs and behaviors of individuals with dementia;</li> <li>(ii) Communicating with cognitively impaired residents;</li> <li>(iii) Understanding the behavior of cognitively impaired residents;</li> <li>(iv) Appropriate responses to the behavior of cognitively impaired residents; and</li> <li>(v) Methods of reducing the effects of cognitive impairments;</li> </ul>		



<p><b>8. (a) Basic restorative nursing services, including the following:</b></p> <ul style="list-style-type: none"> <li>(i) Training the resident in self-care according to the resident's abilities;</li> <li>(ii) Use of assistive devices in transferring, ambulation, eating, and dressing;</li> <li>(iii) Maintenance of range of motion;</li> <li>(iv) Proper turning and positioning in bed and chair;</li> <li>(v) Bowel and bladder control care training; and</li> <li>(vi) Care and use of prosthetic and orthotic devices;</li> </ul>	
<p><b>9. (f) Residents' rights, including the following:</b></p> <ul style="list-style-type: none"> <li>(i) Providing privacy and maintaining confidentiality;</li> <li>(ii) Promoting the residents' right to make personal choices to accommodate their needs;</li> <li>(iii) Giving assistance in reporting grievances and disputes;</li> <li>(iv) Providing needed assistance in getting to and participating in resident and family groups and other activities;</li> <li>(v) Maintaining care and security of residents' personal possessions;</li> <li>(vi) Promoting the resident's right to be free from abuse, mistreatment, and neglect and understanding the need to report any instances of such treatment to appropriate facility staff;</li> <li>(vii) Avoiding the need for restraints.</li> </ul>	
<p><b>10. RN Primary instructor sign here and verify you have read and understand that the RN instructor must conduct 16 hours of clinical instruction. Clinical hours cannot be conducted by having student shadow another aide:</b></p>	<p><b>RN Signature:</b>    <b>Name:</b> Barb Volker  <b>Date:</b> 11/09/2016</p>

**44:74:02:14. Physical facilities.** Classrooms, conference rooms, laboratories, and equipment shall be available in the number and size to accommodate the number of nurse aides enrolled in the training program. Programs shall provide temperature control, lighting, and clean, safe conditions for instruction.

**44:74:02:13. Supervision of students.** A student in a nurse aide training program may not perform any services unless they have been trained and found to be proficient by the instructor. Students in a training program may perform services only under the supervision of a licensed nurse.